



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Adopt Resolution Approving changes to Job Specification and Title Change for the Position of Chief Building Inspector to Building Official.

MEETING DATE: Wednesday, December 19, 2001

SUBMITTED BY: Human Resources Director

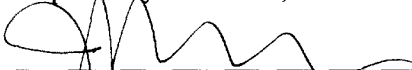
RECOMMENDED ACTION: To adopt resolution approving changes to job specification and title change for the position of Chief Building Inspector to Building Official.

BACKGROUND INFORMATION: A classification study has been conducted on the position of Chief Building Inspector in accordance with the Rules for Personnel Administration. The study reveals that the recently vacated position is more closely related to the classification of Building Official within our survey cities. In these other cities the term Building Official is used in all the standard codes for purpose of referring to the person in charge of administering and enforcing those codes including the Uniform Building, Plumbing, and Mechanical Codes as well as the National Electrical Code. The Community Development Departments Division manager is responsible for more than inspection services and therefore should have a title that more closely reflects the breadth of duties performed which includes; plans examination interpretation; and the various management related functions that are expected as the Division manager including budget and personnel. With our current title of Chief Building Inspector we will have a hard time recruiting someone to fill this position since it is titled differently than the job that is performed in the industry. The duties have been also modified to closely fit those of the duties performed by this classification. No salary change is recommended.

For the Council Members convenience we have highlighted new language added to the specifications and lines through the language that is being deleted (Attachment A).

COST: N/A

Respectfully submitted,

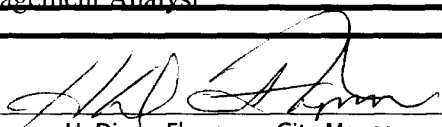


Joanne M. Narloch, Human Resources Director

cc: City Attorney
Rad Bartlam, Community Development Director

Prepared By: Amy Flores, Management Analyst

APPROVED: _____


H. Dixon Flynn -- City Manager

CITY OF LODI

"DATE"

BUILDING OFFICIAL
CHIEF BUILDING INSPECTOR

DEFINITION

Plans, organizes, and supervises the activities of the Building Division in the Community Development Department; participates in code interpretation, plan checking, issuance of permits, and field inspections and performs the most technically complex tasks within the Division.

DISTINGUISHING CHARACTERISTICS

The ~~Chief Building Inspector~~ Official has managerial responsibility for the Building Division and is distinguished from the Building Inspector positions by this responsibility. The ~~Chief Building Inspector~~ is the designated Building Official and has legal responsibility and powers in the enforcement of codes, ordinances, and State laws.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Community Development Director.

Responsibilities include direct and indirect supervision over professional, technical and clerical personnel within the Division.

~~Exercises direction over Building Inspector I and general direction over Building Inspector II.~~

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

- Plans, assigns, supervises, and reviews the work of ~~Building Inspectors~~ within the Building Division;
- Develop and implements the division goals, objectives, policies and priorities;
- Assumes major responsibility for policy and program development of the Building Division, including budget development and administration;
- Assumes significant responsibility for a variety of personnel activities including performance evaluations, training, hirings, dismissals, and disciplinary actions;
- Enforces the provisions of the Uniform Codes adopted by the City of Lodi, including the Building, Mechanical, Plumbing, Electrical, Housing and Dangerous Building Codes, Zoning Ordinances, and State laws. Issues building permits, Stop Work Orders, demolition orders, and citations pursuant to this enforcement responsibility;
- Reviews construction plans with plan checkers and other City departments.
- Interprets Uniform Code adopted by the City of Lodi;
- Conducts field inspection of residential, commercial, and industrial structures;

- Identifies unsafe buildings and recommends condemnation procedures;
- Reviews and inspects housing and sanitation complaints;
- Coordinates activities of the Building Inspection Division with other City departments and outside agencies;
- Responds to complaints or technically complex questions raised by the public;
- Prepares reports, maintains records, approves vouchers and purchase orders, and otherwise administers the activities of the Division;
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Building construction principles and practices, including detailed familiarity with carpentry, plumbing, electrical, and other building trades;
- Safety and construction standards of the building construction industry;
- Practices and procedures of contracting in the building construction industry;
- Uniform Building, Plumbing and Mechanical, National Electrical, and Health and Safety Codes;
- City of Lodi Codes and Ordinances pertaining to buildings, construction, health, and safety;
- ~~Principles and practices of supervision.~~
- Principles of organization, administration, budgeting and personnel management.

Ability to:

- Interpret and explain codes, regulations, and ordinances;
- Detect through inspection deviations from plans, codes, regulations, and ordinances;
- Read and understand building construction plans and drawings;
- Plan and organize daily work;
- Supervise the work of others by assigning, overseeing, and reviewing work;
- Communicate clearly, orally and in writing;
- Analyze division policies and procedures; identify, recommend and implement improvements.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience:

~~Three years experience similar to that of a Building Inspector in the City of Lodi.~~

Five (5) years of experience as a Building Official, Plans Examiner or Building Inspector including two years that includes supervisory experience.

Education:

~~Completion of high school or its equivalent supplemented by training in building inspection.~~

Equivalent to an Associates Degree in pre-engineering, construction technology or closely related field.

LICENSES AND CERTIFICATES:

- Possession of a valid Driver's License issued from the California Department of Motor Vehicles.
- ~~Certification by the International Conference of Building Officials as a Combination Building Inspector is highly desirable.~~

RESOLUTION NO. 2001-301

A RESOLUTION OF THE LODI CITY COUNCIL APPROVING
CHANGES TO THE JOB SPECIFICATION AND TITLE CHANGE
FOR THE POSITION OF CHIEF BUILDING INSPECTOR TO
BUILDING OFFICIAL

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NOW, THEREFORE, BE IT RESOLVED, that the Lodi City Council does hereby approve changes to the job specification and title change for the position of Chief Building Inspector to Building Official, as shown on Exhibit A attached hereto.

Dated: December 19, 2001

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I hereby certify that Resolution No. 2001-301 was passed and adopted by the City Council of the City of Lodi in a regular meeting held December 19, 2001 by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Howard, Land, Nakanishi,
and Mayor Pennino

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None


SUSAN J. BLACKSTON
City Clerk

BUILDING OFFICIAL

DEFINITION

Plans, organizes, and supervises the activities of the Building Division in the Community Development Department; participates in code interpretation, plan checking, issuance of permits, and field inspections and performs the most technically complex tasks within the Division.

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The Building Official has managerial responsibility for the Building Division and is distinguished from the Building Inspector positions by this responsibility. The Building Official has legal responsibility and powers in the enforcement of codes, ordinances, and State laws.

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Experience:

Five (5) years of experience as a Building Official, Plans Examiner or Building Inspector including two years that includes supervisory experience.

Education:

Equivalent to an Associates of Arts Degree with emphasis in pre-engineering, construction technology or closely related field.

LICENSES AND CERTIFICATES:

- Possession of a valid Driver's License issued from the California Department of Motor Vehicles.